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17 September 1959

(12)

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Retirement Board

1. This memorandum transmitts a proposed Agency notice for signature by the Director of Central Intelligence.
2. The Career Council has reviewed and approved a proposal that the Agency establish a retirement board. The reason for having such a board is that employees, as they approach retirement age, are confronted with the decision whether to retire or not. It is important that in making this decision they have the benefit of sound advice. Furthermore, from a manpower point of view, we believe that the Agency will be better off in the future if it becomes accepted practice for employees to retire when they can unless they are asked to remain in service.
3. We expect to operate in the following fashion. The office of personnel will draw up lists of names of persons who have reached or who are about to reach retirement age. The responsible senior officials will screen the list and will talk with those men and women whom they wish to keep. A representative of the office of personnel will counsel the individuals who are slated to retire. It will be explained to each individual that it is the practice in this Agency that one retires when eligible unless asked to remain. If the individual is not prepared to retire within the following eighteen months, he will be invited to discuss the subject with one of the board members. He will be ensured that the board will review his case and that decision concerning the length of time he is expected to remain in employment will be rendered.
first step
4. It is our belief that by establishing the board the Agency will be able to deal with the problems of retirement in a dignified, equitable, and humane way. That there is much more to be done in this field is evidenced by the extent to which industry has developed programs designed to help people who face retirement make their plans in a purposeful way. Re-establishing the board is, then, but a first stop.

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5. The attached notice has been concurred in by Deputy Director (Intelligence), Deputy Director (Plans), Deputy Director (Support), and the General Counsel, also the Inspector General.

6. It is recommended that you sign the attached notice for issuance.

Gordon M. Stewart
Director of Personnel

Attachment

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